Keizer Community Library Board of Directors Meeting Minutes

(March 27, 2025 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

Board Officers	Board Members	Absences
Barbara Miner, President	Kris Adams	Kiara Ramsey
Gina Pye, Secretary	Paula Guiles	Gail Steimle
Mark Northcutt, Treasurer	Betty Hart	BJ Toewe
	Cindy Hunt	(Excused)
	Mayra Rosales Rodriguez	
	Libby Seil	

Guests

Shaney Starr, City of Keizer Liaison
Nancy Solo

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- The February 2025 Board of Directors Meeting Minutes were approved via email February 23 – 24 by a majority of Board Members.
- Motion to appoint BJ Toewe as Library Director effective immediately.
- Motion to accept the Committee Reports, Finance Reports and Technology Plan as submitted.
- Motion to approve the Patron Code of Conduct as presented.
- Motion to accept the document entitled ““357.400 Definitions for ORS 357.400 to 357.621 as used in ORS 357.400 to 357.621”
- Motion to accept the Technology Plan as submitted.
- Motion to approve the core concept of the Marion-Polk Early Learning Hub Grant.
- Motion to authorize the Executive Committee to transition Karin Holton to a quarterly retainer agreement NTE $3000 per quarter for four consecutive quarters.
- Motion to suspend (for a maximum of two weeks) the decision on the continuation of the May book sale as planned.

Call to Order - Barbara Miner	6:40pm • The February 2025 Board of Directors Meeting Minutes were approved in advance of today’s meeting via email February 23 – 24 by a majority of Board Members. • Volunteer hours: Future volunteer hours should be reported directly to Gina via a short email. Reminder: Volunteer hours count towards the Spirit Mountain Grant.
Nancy Solo Introduction – Mayra & Barbara	• Mayra introduced Nancy Solo, who is interested in becoming more involved with KCL and has attended many Storytimes and events with her two children. Nancy introduced herself and spoke briefly of her involvement with the Salem Keizer Coalition for Equality. • Barbara provided a brief summary of board responsibilities and desired skillsets.
Announcements – Barbara	• Vicki Brammeier has volunteered to be KCL’s Bookkeeper, a position she held previously.

	• BJ is making changes to the website to include some policies.
Public Library Status – Barbara	• An update from the State Library has been received. Because KCL's submitted, updated revenue spreadsheet covered the first half of the year only, they chose to project additional revenue into the second half of the fiscal year to assess whether KCL is on track to meet the 50% public funding threshold. Based on this, the public funding was calculated to be $30,750 and the projected total revenue was calculated at $62,151. Public funding is projected to be 49.5% which does not meet the minimum condition of at least 50% of public library revenue coming from public funding. Because the revenue is so close to the threshold, they did not feel comfortable reassessing the revenue until more of the current fiscal year has passed. • They recommended KCL submit another revenue spreadsheet by May 30th for a final review this fiscal year. This will better reflect KCL's actual annual revenue to determine if KCL meets the threshold. They will review the updated revenue spreadsheet by June 30. If the minimum conditions for public funds are met, KCL will be eligible for the benefits of official recognition. • The issue arose with the request for a fiscal year (July 1 – June 30) which is different from our current (January 1 – December 31). • A plan to address this issue was discussed in tonight's meeting.
BJ for Library Director – Vote Needed	• Oregon regulations (ORS) require a designated Library Director to answer email, oversee minutes and attend meetings. • Motion to appoint BJ as Library Director to meet this requirement, effective immediately. Motion made, seconded and passed unanimously.
Proposed Patron Code of Conduct Policy – Barbara **ORS 357.4 - Barbara**	• The proposed Patron Code of Conduct was included in the agenda packet and emailed to each Board Member on March 23, 2025, for their review. It will be on the website and available on the Google drive. • Motion to approve the Patron Code of Conduct as presented was made, seconded and approved unanimously. • A document entitled, "357.400 Definitions for ORS 357.400 to 357.621 as used in ORS 357.400 to 357.621" was distributed at the meeting for each Board Member's review. Upon review, each Board Member was requested to sign a signature sheet indicating their acceptance of the document. Some board members chose to review the document after the meeting and will email their acceptance to BJ. • Motion to accept the document was made, seconded and approved unanimously.

Committee Reports / Technology Plan	• Reminder: Committee Reports are due to Gina no later than the 15th of each month.
	• With no questions or comments a motion was made, seconded and passed, to accept the following reports as presented:
	  • Bilingual Outreach
	  • Children's Committee
	  • Collections Committee
	  • Executive Committee

	● February 2025 Financial Report ● February 2025 Financial Results ● Library Operations ● Operations Committee ● The Technology Plan was reviewed and discussed. Motion to accept the Technology Plan as submitted was made, seconded and passed unanimously.
Update on Early Learning Hub Grant Application – Cindy	● Cindy provided a brief update on the Marion-Polk Early Learning Hub Grant Application which can provide up to $5,000 in public funds and, if granted, must be spent by June 30, 2025. Cindy anticipates submitting a grant proposal (just under $4,000) to support outreach to five additional preschools and family literacy night(s) tomorrow. Additionally, literacy games and a calendar will be added to KCL's website. If granted, the preschool visits would be scheduled between April 15–June 30, 2025. Mayra to provide Cindy with a Spanish book wish list. ● Nancy added that it's possible to apply for more than one grant per year. ● Motion to approve the core concept of the Marion-Polk Early Learning Hub Grant was made, seconded and approved unanimously. The Executive Committee will review the final grant submission.

State Public Library Application – Barbara
 	
Proposal for decreasing income until after July 1, 2025
	● The State and City operate on a July 1–June 30 fiscal year. KCL operates on a January 1–December 31 fiscal year.
	● KCL submitted a budget with actual and projected expenses as well as KCL's projected income from July 1, 2024-June 30, 2025.
	● KCL actual revenue from July 1, 2024 to March 15, 2025 was $59,458.
	
	● The following are recommendations from the Executive Committee and tonight's Board meeting:
	  ● Remove the cash register from the circulation desk
	  ● All printing is temporarily free (from now to the end of June 2025). Patrons can print up to 20 black and white copies for free.
	  ● In-Library book sales and onsite donations will be put into the "house".
	  ● Cindy to ask Elizabeth to remove the "Donation" button from the website and from Facebook temporarily.
	  ● Any incoming donations in check form will be held until after July 1, 2025.
	  ● Transition of Karin Holton (grant writer, marketing, social media, annual appeals, event planner) to a retainer agreement and bill KCL quarterly.
	  ● The Executive Committee to meet with Karin Holton to discuss the transition to a quarterly retainer.
	  ● Motion to authorize the Executive Committee to transition Karin Holton to a quarterly retainer agreement NTE $3000 per quarter for four consecutive quarters was made, seconded and passed unanimously.
	  ● Cancelling or rescheduling the May book sale was discussed at length.
	  ● Motion to suspend (for a maximum of two weeks) the decision on the continuation of the May book sale as planned was made, seconded and passed unanimously
	● Plan B: If it is determined that the book sale has to be cancelled, multiple mini book sales on the patio after July 1 will be planned.

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Proposal for Decreasing Expenditures in the real 2025 Budget until after July 1, 2024 - Barbara	● "Freezing" specific budget line items until July 1, 2025 was discussed. See attached document distributed at the meeting. ● Motion to freeze specific line items until July 1, 2025 as outlined in the attached document was made, seconded and passed unanimously.
Upcoming Events & Commitments	● Upcoming events: ● April 5, Saturday, 1-2: Dogman Day ● April 11(?): Request to City of Keizer for $30,000 for 2024-2025 ● April 30: Spirit Mountain End of Year Report Due ● May 2, Friday, 1-2: Mother's Day Craft ● May 15: Tax Form Due
Miscellaneous	Betty: Gave a summary of her participation in "Coffee with Cathy" and another local coalition she's involved in. Mark: Kalon Schmidt is KCL's new State Farm Insurance agent.
Adjourned - Barbara Miner	8:05pm **Next Meeting: 6:30pm on April 24, 2025**